

# Incident Response Plan Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name/Your Organization's Name]

Subject: Incident Response Plan Activation

Dear [Recipient's Name],

We are writing to inform you that an incident has been detected that may affect the confidentiality, integrity, or availability of our systems and data. In accordance with our Incident Response Plan, we have initiated our response procedures.

Details of the incident are as follows:

- **Date and Time of Incident:** [Insert Date and Time]
- **Description of Incident:** [Brief Description]
- **Systems Affected:** [List of Affected Systems]
- **Initial Impact Assessment:** [Summary of Impact]

We are currently taking the following steps to address the incident:

1. [Step 1: Description]
2. [Step 2: Description]
3. [Step 3: Description]

We ask for your cooperation and understanding as we navigate this process. Our team is committed to resolving this matter swiftly and effectively. We will provide updates as they become available.

If you have any questions or require further information, please do not hesitate to contact me directly at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]